

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Ft. Sam Houston, TX 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR See Distribution

SUBJECT: Letter of Instruction (LOI) 220-1, Deployment Readiness

This letter of instruction replaces previous edition dated 17 JUN 99. Significant changes were made, and the entire LOI should be reviewed for updating members of the command.

1. REFERENCE.

- a. FORSCOM REG 55-1
- b. FORSCOM REG 55-2
- c. FM 55-65
- d. AR 600-8-10
- e. AR 600-8-11
- f. AR 600-8-14
- g. AR 600-8-101

2. PURPOSE. Establish policy and procedures at the unit level to ensure personnel and equipment readiness.

3. SCOPE. This LOI is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion and subordinate units.

4. RESPONSIBILITIES. Deployments are a critical part of a military organization's mission. Unit commanders will incorporate the following measures into their deployment Standing Operating Procedures (SOP). Pre-deployment, Deployment, Sustainment, Re-deployment, and Reconstitution are command interest areas and will be subject to inspection during command visits and Command Inspections.

AFOD-B (100)

SUBJECT: Letter of Instruction (LOI) 220-1, Deployment Readiness

5. REQUIREMENTS. The requirements for each phase of a deployment are detailed in Annex A, B, C, D, and E.

6. Efficient and Effective!

5 Encls

1. Annex A, S1
2. Annex B, S2
3. Annex C, S3
4. Annex D, S4
5. Annex E, Budget

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DISTRIBUTION:

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ANNEX A, Personnel, LOI 220-1, Deployment Readiness

1. Pre-deployment.

a. SOLDIER READINESS. Individuals with medical conditions they reasonably believe will make them non-deployable will obtain a medical screening to determine their status. Copies of profiles, results of medical screenings and MOS Medical Review Boards (MMRB) will be maintained in the individual Soldier Readiness Packet (SRP). Units will update SRPs annually and 30 days before deploying. Ensure family care plans are also updated prior to deployment.

b. NON-DEPLOYABLE REPORT. Upon receipt of deployment orders the unit will submit a non-deployable personnel report to Battalion S-1.

c. TRAVEL. Temporary Change of Station (TCS) or filler personnel may be needed from other units. The local installation Personnel Service Battalion (PSB) will cut TCS soldiers' travel orders using a fundsite provided by the Battalion Budget Officer. These orders will take the soldier(s) from their units to the deploying unit's installation (one way ticket). TCS personnel will file a travel settlement for these orders at the installation paying DFAS Office from the day of arrival to the day before deployment. The deploying unit's installation PSB will cut travel orders for the deployment for all personnel, organic and TCS personnel.

d. ADVANCES. Soldiers getting advance payments to travel orders must use their government travel Visa card. The advances must not exceed 80% of the total per diem of the travel. Follow guidance from the Travel Pay Bulletin #2 (Encl 2, Annex E, Budget).

e. ADMINISTRATIVE ACTIONS. The unit must deploy with copies of Smith Files for all personnel. The highest ranking person in the deploying unit will receive a SIDPERS disk from the last CONUS installation before embarkation.

2. Deployment.

a. ADMINSTRATIVE ACTIONS. During in-processing the OCONUS PSB will take the SIDPERS disk for administrative and pay support. Once in-processing is complete, the OCONUS PSB is responsible for awards, evaluations, and personnel action processing.

b. ACCRUALS. The unit will file accrual travel vouchers (DD

Form 1351-2) every 30 days while deployed. The Battalion Budget Officer will provide the unit commander initial accrual 1351-2's for every soldier. This will contain the actual fund citation with document number and Accounting Processing Code (APC) for each soldier. Accruals will be annotated in sequential order. Follow guidance in Travel Pay Bulletin #3 (Encl 3).

c. SUPPLEMENTS. When an error and/or omission occurs in a travel voucher, personnel will file a supplemental travel voucher. Follow guidance from Travel Pay Bulletin #4 (Encl 4).

3. Sustainment. Units will e-mail weekly Personnel Deployment Status Reports to the Battalion S1.

4. Re-deployment.

a. RETURN TRAVEL. The unit will get return travel arrangements through the OCONUS PSB. In case of SWA, return on the original orders from CONUS PSB.

b. TCS PERSONNEL RETURN. Bn policy is, "Deploy as a Unit, Return as a unit". TCS personnel will return to the deploying units home station. File a complete Travel Voucher before being released by the company commander. The installation PSB will cut travel orders for the TCS personnel to return to their home stations.

5. Reconstitution.

a. FINANCE. The unit will ensure family separation pay, per diem, and tax exempt status are stopped upon return to home station.

b. BLOCK LEAVE. Maximum personnel will use leave accrued during deployment. Following a six month long deployment, commanders will be given a 15 day period in which to place their unit on block leave status. Following a twelve month period, 30 days will be given. Backstop teams will remain during block leave.

6. Reports Required.

a. Non-deployable Personnel report

b. Two copies of all DD Form 1351-2 with settlements for each soldier deployed will be sent to Battalion Travel Office.

ANNEX B, Intelligence, LOI 220-1, Deployment Readiness

1. Issues. The purpose is to delineate the Intelligence and Security requirements and responsibilities involved with the 79th Ordnance Battalion units deploying.

2. Applicability. This annex is applicable to all units, leaders, and soldiers assigned, attached, or under the operational control of the 79th Ordnance Battalion (EOD) while preparing and executing a deployment.

3. Scope. This annex outlines the responsibilities which each unit or section has in regard to intelligence and security concerns while preparing for a deployment. The following is a list of responsibilities addressed by this LOI:

APPENDIX 1	Personal Owned Vehicle (POV) Storage
APPENDIX 2	Arms Room Consolidation
APPENDIX 3	Deployed Weapons Security
APPENDIX 4	Barracks Consolidation
APPENDIX 5	TA-50 Security
APPENDIX 6	Key and Lock Control
APPENDIX 7	Soldier Readiness Packets (SRP)
APPENDIX 8	Operations Security (OPSEC)/SAEDA
TAB A	Essential Elements of Friendly Information
TAB B	SAEDA
APPENDIX 9	Family Support Brief
APPENDIX 10	Classified Storage
APPENDIX 11	Map Distribution
APPENDIX 12	Security Clearance/Access Rosters

APPENDIX 1, Personal Owned Vehicles, to ANNEX B to Deployment LOI

1. General.

a. Parking a POV in the company parking areas during the deployment will not be considered secure and the government cannot be held liable in the event of loss or damage.

b. Soldiers who desire to store POV's will park vehicles in the designated unit parking lot located at sites TBD.

2. Responsibilities.

a. S2/Security NCO

(1) Supply appropriate paperwork. Brief unit coordinators on paperwork timeline requirements.

(2) Supply one-drawer safe to Rear Detachment Commander for securing paperwork and keys for those soldiers using the POV Storage Lot.

(3) Assign one person to perform overall coordination for the company and supervise occupation of the lot.

b. Unit POV Coordinator.

(1) Will attend the POV lot briefing and receive all forms necessary to store vehicles in POV Storage Lot.

(2) Identify personnel who will be storing POVs and submit a list including individuals name and vehicle type to S2 and post security.

(3) Ensure each soldier storing his vehicle has a Power of Attorney in his SRF that identifies who is legally able to retrieve his vehicle if needed.

(4) Jointly inspect POV with owner and fill out two copies of required DA/DD forms prior to the actual movement to the storage lot.

(5) Verify before storage that each vehicle stored has appropriate insurance for the duration of the deployment along with a current state and post registration. The owner must have insurance for the vehicle during the storage period.

c. Rear Detachment Commander. Units on installations that do not provide a POV Storage Site, will assign one NCO and one assistant to be the POV Storage Site Custodian (POV SSC)

d. POV SSC.

- (1) The POV SSC will receive the POVs at the storage lot.
- (2) The POV SSC will write the LOG Number on a 3x5 card and tape the card on the inside (left) of the windshield so it is clearly visible from the outside of the vehicle.
- (3) Assist the owner in parking the POV. Recommend that he disconnect the positive battery cable and inspect the interior of the vehicle to ensure that all items not permanently installed are removed.
- (4) Record log number, name of soldier, and post decal number in the POV Log Sheet.
- (5) POV SSC initials both copies of any DA/DD forms used for storage.
- (6) Returns one copy of the DA/DD form to the POV owner and inform the soldier that he must keep this form; it is his official receipt.
- (7) Place one copy of the DA/DD form and one set of keys in an envelope.
- (8) Seal envelope and write the assigned log number on the outside of the envelope, then have the owner sign his name over the seal of the envelope.
- (9) If a car seems as though someone has damaged or burglarized it, isolate the scene and call the MP's immediately. DO NOT TOUCH THE VEHICLE.
- (10) Upon the redeployment Company POCs will conduct a joint inspection with POV owners prior to leaving the storage lot.

e. Rear Detachment NCO.

- (1) Ensure the Staff Duty or duty officer conducts inspections of the POV parking lot ever 24 hours and records it in the DA 1594.

VEHICLE INSPECTION LOG

DATE/TIME GROUP _____

[illegible]

APPENDIX 2, Arms Room Consolidation, to ANNEX B to Deployment LOI

1. General. All weapons not deploying will be jointly inventoried with the Rear Detachment Commander, signed over, and consolidated in the designated arms room. NO SOLDIER WILL DEPLOY WITH A PRIVATELY OWNED WEAPON.

2. Pre-deployment Procedures.

(a) Develop a list, by serial number, of sensitive items not deploying and turn it in to the S2 ten (10) days prior to the unit deploying.

(b) Tag each weapon and sensitive item by listing the company and serial number.

(c) Complete four copies of DA Form 1891-1, listing type and serial number of sensitive items being moved to the consolidated arms room. The deploying Company will store one copy in its arms room. The deploying unit will take one copy, give one to the Rear Detachment armorer, and give one copy to the S2.

(d) Complete two copies of DA Form 2062 (Hand Receipt) listing type of system and serial number for the Rear Detachment Armorer. Bring it with him when he moves the sensitive items to consolidated arms room.

(e) The deploying units will move the stay behind sensitive items (along with copies of the above listed paperwork) to the designated arms room and conduct a joint serial number inventory of each item. Be prepared to provide weapons racks, wall lockers and chains to store those sensitive items.

(f) After the joint inventory is completed, the Rear Detachment Commander signs for the items using DA Form 2062 provided by the deploying unit.

(g) Units will place other sensitive items into a wall locker. They will tape a DA Form 1891-1 to the wall locker's outer door, listing type and serial number of each enclosed item. The unit will secure the wall locker with series 200 locks, and a railroad seal placed through each hasp, and locked. The Rear Detachment Commander will record this on the seal log.

(h) Each company will be ready to supply one additional wall locker to consolidated arms room if needed.

(i) Units will sign the keys for access to their arms room and each JSIID's system to the Company Rear Detachment NCO. The spare set will remain in the S2 or predesignated site safe.

(j) Companies may use their empty arms rooms to store individual soldier's stay-behind TA-50 and personal equipment. Units will place TA-50 in a locked duffel bag and the personal equipment in a sealed cardboard box for storage. Armorers will prepare a memorandum, signed by the company commander authorizing the storage of additional items in the arms rooms.

3. Rear Detachment Commander Responsibilities.

(a) Complete joint inventory with deploying unit and sign for the items using DA Form 2062 before the unit deploys.

(b) Ensure all daily and monthly serial number inventories are completed properly. An NCO must complete the daily inventories and an SFC or above completes the monthly inventory.

APPENDIX 3, Sensitive Items Security, to ANNEX B to Deployment
LOI

1. General. Soldiers should maintain positive accountability of their sensitive items at all times. Leaders have a special responsibility for proper accountability of these items.

2. Follow these procedures throughout the deployment:

(a) Each company will have a separate arms room that will be guarded 24 hours unless it is JSIIDS equipped and monitored.

(b) Each company will deploy with 20 series-200 locks (with two keys per lock) and enough chain to secure the total number of weapons with which they are deploying.

(c) Maintaining security: Whenever possible, weapons will be secured in a locked rack or container and provided with a guard, if weapons racks or containers are not available, the following measures will apply:

(1) Weapons will remain with the individual to whom it is assigned at all times. Crew served weapons will remain on the individual or within arms reach.

(2) When training or work details dictate grounding, weapons will be grouped together and guarded.

(d) When individuals are sleeping, weapons will be secured. Basic guidance is as follows:

(1) In tactical situations, weapons will be kept within arms reach; tied to individual by a lanyard or "dummy" cord.

(2) In administrative situations, weapons will be consolidated and guards assigned throughout the night.

(e) All handling (issue/turn in, inventory, inspection) of weapons and other sensitive items will be done in accordance with AR 190-11, and the Unit Arms Room SOP.

(f) Equipment. Units will bring additional items to support security requirements while deployed. Physical Security considerations include additional locks, chains and paper work necessary to conduct arms room operations. Unit supplies will ensure enough 550 cord to support the security of all sensitive items during training.

APPENDIX 4, Barracks Consolidation, to ANNEX B to Deployment LOI

1. General.

a. All TO&E that is not deploying will be inventoried on DA Form 2062 by the Company Commander or his designated representative.

b. Supply rooms:

(1) All small items (i.e. paper, pencil, books etc.) shall be stored in locked wall lockers. The keys for these locks will be labeled and stored in the company key box.

(2) All items listed on the unit's property book, shall be inventoried and secured in the Company supply rooms.

(3) The goal is for double barrier protection for all supply items, either in a supply room or secured in a barracks room.

(4) All items shall be listed on DA Form 2062, one copy turned over to Rear Detachment Commander, one taped to the inner door of the supply room, and one turned in to the S2.

(5) Keys for inner doors and lockers will be appropriately tagged as such and secured in the company key box. Keys for the outer doors shall be placed in a sealed envelope and signed over to the Company Rear Detachment Commander. This envelope shall be secured in S2/Security Manager's Safe.

(6) The Company Rear Detachment Commander will sign for all banded containers from the supply sergeant. In the event a container must be opened, during the units deployment, then all items must be inventoried according to the DA 2062.

c. Company Arms Rooms.

(1) A designated arms rooms shall be used to secure all stay behind sensitive items from the other arms rooms.

(2) All NVDs will be placed in a sealed wall locker, inventoried using DA Form 2062, one copy taped to the outside door of the wall locker, one given to Rear Detachment Commander, and one given to the S2.

(3) When the Arms Room door is secured for the final time, a seal shall be placed through the main hasp (hasp for the high security padlock), the number recorded on a hand receipt form and placed in a sealed envelope along with the keys used to

gain access to arms room and JSIIDS key, and signed over to the Rear Detachment Commander. The seal number will be written on the envelope for inspection purposes.

d. Barracks (if applicable).

(1) Each building shall be inspected jointly by Company Rear Detachment Commander and the deploying unit (ensuring all doors and windows are secured) prior to signing the building over to the Rear Detachment Commander.

(2) Each individual room shall be secured, all furniture shall be secured in the room, and personal equipment and high dollar value items shall be inventoried and secured/sealed in the wall locker. The room shall be sanitized with only the furniture remaining. High dollar item sheets will be posted inside the door or wall locker and kept in a file signed for by the Company Rear Detachment NCO.

(3) All offices shall be secured with all desks, wall lockers and file cabinets secured. All paperwork containing sensitive information, i.e. SSN, addresses, phone numbers, derogatory info, SMIF files etc., shall be moved to the arms room or turned in to the S2/Security Manager for appropriate storage.

(4) During deployment, the Rear Detachment NCO will conduct a daily inspection of the barracks.

(5) External doors will be locked (and chained if possible). 2"x4" wood bars will be placed in all 1st floor room windows to prevent their opening. All external lights will be operational.

(6) An SF 711 will be posted by the main entrance and initialed daily by the SDNCO following his inspection.

e. Barracks Entry

(1) The 2-man rule is always in effect when entering the barracks of a deployed company.

(2) The Company Rear Detachment NCO will be escorted by a NCO or higher whenever entering the barracks. Tab A (Barracks Entry Form) will be filled out and given to the Battalion Rear Detachment Commander following entrance into the barracks. Additionally, prior to entrance, the SDNCO will annotate it on the DA 1594.

BARRACKS ENTRY FORM

DATE/TIME GROUP _____

1. BARRACKS ENTERED _____

2. SEAL # ON BARRACKS _____

3. PERSON ENTERING BARRACKS _____

4. REASON FOR ENTERING BARRACKS _____

4. TIME BARRACKS ENTERED _____

5. TIME BARRACKS EXITED _____

6. NAME OF ESCORT _____

7. NEW SEAL # _____

APPENDIX 5, TA-50 Security, to ANNEX B to Deployment LOI

1. General. All stay behind TA-50 and personal equipment/property will be stored in accordance with the Unit SOP.

2. Responsibilities.

a. Company Commanders.

(1) Inventory remaining TA-50 and place it in a duffel bag with the individual's name on the outside. Individual bags will be placed into the company's arms room. An alternate location will be identified for the company selected to be the consolidated arms room.

(2) Equipment that does not fit into wall lockers will be placed in a sealed cardboard box. Personal equipment will be placed with TA-50 in the company arms room.

(3) All spill-over duffel bags and personal equipment in boxes will be stored in company supply rooms.

APPENDIX 6, Key & Lock Control, to ANNEX B to Deployment LOI

1. GENERAL. Prior to deployment, all company keys shall be turned into the company Key Custodian, inventoried, and stored in the company key box.

2. PURPOSE. To establish control of all Unit keys and to ensure no key is compromised on deployment.

3. Responsibilities.

a. S2. Will ensure keys to the Command Group and Staff Duty Key Box are signed over to the Battalion rear Detachment Commander as a group.

b. Unit Key Custodian.

(1) Each Key Custodian must ensure that all keys have been inventoried and have been turned into the 1SG to be stored in the company key box.

(2) No individual shall deploy with any keys that belong to the company.

(3) Each key box will have a key register listing exactly which key goes where.

(4) Ensure the key box and register match, this will facilitate entry into rooms in the case of an emergency or inspection.

c. Company Rear Detachment Commander. Will inspect to ensure all keys and locks are matched by numbers or other means to facilitate rear detachment in matching the appropriate key with it's lock.

4. Upon Deployment.

a. All keys for interior doors will be stored in the individual company key box.

b. All arms room keys will be stored in the normal containers in the battalion/supporting headquarters.

c. The keys for the main entrance, the office housing the Company Key Box, and the Key box shall be tagged and signed over as a set to the Company Rear Detachment Commander.

APPENDIX 7, Soldiers Readiness Packets, to ANNEX B to Deployment LOI

1. During Soldier Readiness Packet Inspections, the S2/Security Manager will collect information pertinent to any possible deployment. The following describes the responsibilities of each echelon within this process.

a. Company Responsibilities.

(1) Companies will turn in a battle roster to the S2/Security Manager or provide a point of contact to obtain one a day prior to the SRP.

(2) Appoint the POV Special Security Custodian (SSC), so that all POV forms can be consolidated following the SRP.

(3) Provide a copy of the High Value Item sheets for all soldiers residing in the barracks.

b. S2/Security Manager Responsibilities.

(1) Use the company battle rosters to ensure all soldiers have the appropriate clearance for their position. Identify gaps and gather pertinent data during the SRP.

(2) Identify soldiers who are Non-US Citizens and those non-native US citizens.

(3) Identify soldiers who have a foreign language capability. If the soldier has taken a DLPT, request the score and test date.

(4) Provide POV storage sheet to each soldier requiring storage. Gather total number of POVs per company in order to allocate space.

APPENDIX 8, Operations Security/SAEDA, to ANNEX B to Deployment LOI

1. Security Procedures.

a. Pre-Deployment Security Procedures.

(1) Identify and brief guards. Companies will brief their guards and the S2/Security Manager will brief the guards on the use of deadly force and the location of their post.

(2) The S2/Security Manager will distribute updated security rosters.

(3) All companies will prepare a plan to restrict access to deploying unit areas to only unit personnel. Specifically restrict entrance, exits, and personnel moving through company or battalion areas.

b. Security Procedures Upon Alert Notification.

(1) Brief guards thoroughly on duties and responsibilities. Lock all doors except main entrance to each building to control access.

(2) Companies will use access rosters to restrict access to critical areas.

(3) Companies will restrict access to deploying unit personnel from those outside the unit.

(4) If necessary, move personnel to critical sites in groups in order to protect them properly.

(5) The S2 will provide a Battalion Access roster.

(6) The S2/Security Manager section will inspect company areas for potential physical security violations.

c. Security Procedures During Movement (if necessary).

(1) Remove or cover unit identification markings on vehicles.

(2) Remove or cover organizational designations from clothing, uniforms, baggage, property and equipment.

(3) Ensure that documents or personal item in possession of unit members do not disclose organization destination or designation.

(4) Prohibit the use of cameras around unit areas, marshaling areas and loading areas.

2. Operations Security (OPSEC)/Subversion and Espionage Directed Against the United States Army (SAEDA).

a. Pre-Deployment Procedures.

(1) The S2/Security Manager will conduct a SAEDA briefing for all unit personnel. Include in that briefing OPSEC procedures involving telephone usage. Emphasize the prohibited use of privately owned telephones, cellular phones and car phones. Unauthorized use of these phones during alert procedure constitutes an OPSEC violation and possible compromise of EEFI. (Tab A, Format of Brief)

(2) The S2 section will verify access rosters with the companies.

(3) The S2 will recommend EEFI to the unit commander and brief personnel.

(4) The S2/Security Manager will prepare and maintain an emergency removal and destruction plan for classified materials.

b. SAEDA/OPSEC Once Notified of Deployment.

(1) Designate couriers to transport classified materials. The courier must have current courier orders issued by the unit S2/Security Manager.

(2) The S2/Security Manager section will brief instructions on controlling and transmitting documents based on the classification of mission to personnel with courier cards.

(3) Properly classify, control and transmit the following documents:

(a) OPLANS and OPORDS.

(b) Requests for logistics support.

(c) Maps and Overlays.

(d) Requests for personnel.

(4) The S2/Security Manager will coordinate for a Counter Intelligence (CI) inspection of unit areas to include trash containers during and after unit deployment.

(5) Brief personnel not to release information, unclassified or classified, about the operations to unauthorized personnel.

(6) Properly dispose of classified material in provided classified trash containers. Turn them in to the S2 for destruction.

(7) Restrict camera use.

(8) Commanders must ensure stringent standards are being met regarding the unauthorized use of privately owned telephones, cellular phones and car phones.

TAB A, Essential Elements of Friendly Information, to APPENDIX 8 to ANNEX B to Deployment LOI

1. Definition. Essential Elements of Friendly Information (EEFI) are key questions about friendly capabilities, intentions, and other activities asked by hostile intelligence agencies. EEFI includes classified and unclassified data not discussible over nonsecure means of communication and release of data to unauthorized personnel.

2. General. Post these EEFI near all telephones.

3. Pre-Deployment EEFI.

- a. Alert status of units.
- b. Heightened alert status of units.
- c. Content of the deployment tasking message.
- d. Composition of deploying unit(list of subordinate units)
- e. Deploying unit force structure
- f. Deploying unit areas of interest
- g. Map requisitions.
- h. Critical MOS specific personnel shortages.
- i. Logistics and ammunition shortage that would effect Deployment.
- j. Issue of specialized clothing and equipment (arctic, jungle, etc.) when connected with Deployment status of receiving units.
- k. Specialized training for Deploying units.
- l. Dates and times of alerts

4. Deployment EEFI.

- a. Unit missions, objectives or intentions.
- b. Destination of deploying units and times of arrival.
- c. Travel routes of deploying units to include intermediate stops.

- d. Weakness or vulnerabilities of deploying units.
- e. Identification of deploying units or number of units deploying.
- f. Strength and readiness level of deploying units.
- g. Contingency plans being executed or referenced.
- h. The Priority Intelligence Requirements (PIR) and Intelligence Requirements (IR).
- i. Requests for maps and documents, which indicate deployment area, missions, or objectives.
- j. Disclosures of any names or codewords associated with operations, projects, or activities.
- k. Information indicating the existence of a deception plan.
- l. Details of any deception plan.
- m. Critical MOS personnel shortages in the deploying units.
- n. Logistical or ammunition shortages of the deploying units.
- o. Issue of specialized clothing and equipment (arctic, jungle, etc.) which indicates destination of deploying units.
- p. Task organization of deploying units.
- q. Details about reconstitution of Deploying units.

TAB B, SAEDA, to APPENDIX 8 to ANNEX B to Deployment LOI

1. The SAEDA Briefing format is determined by the Battalion S2/Security Managers and should be tailored towards the deploying soldiers

APPENDIX 9, Family support Group Briefing, to ANNEX B to
Deployment LOI

1. The Family Support Brief is scheduled by the Command Group prior to any unit's deployment. The S2 will need to get the date/time and location from the proper point of contact. This is a suggested format to follow for Family Support Group Briefings, the approved solution is at the discretion of the Deploying unit commander.
2. The S2 or the S2 NCOIC will give the S2 section of the brief.
3. The briefing will be unclassified.
4. The following is the format for the S2/Security Manager section of the brief:
 - a. Location of where the unit is deploying (using map or VGT graphic).
 - b. Climatology.
 - c. Terrain considerations (if necessary).
 - d. Unclassified Threat Briefing.
5. The time limit for the S2 section of the brief is 5 to 10 minutes.

APPENDIX 10, Classified Storage, to ANNEX B to Deployment LOI

1. Stay Behind Storage Plan

a. Any classified information at the company level not being taken with the deployed unit will be inventoried, and signed for by the rear detachment.

b. Upon deployment the Rear Detachment commander will be given the combination to the safe.

2. Emergency Destruction of Classified Information.

a. The initiation of emergency destruction will be given by the battalion commander.

b. Companies should turn classified information into the S2/Security Manager who will consolidate it, then coordinate with the Post Security Office for destruction.

APPENDIX 11, Map Distribution, to ANNEX B to Deployment LOI

1. Map distribution will be determined by the Unit S2 in coordination with the S3 and Company Commanders. Each unit will be given a basic load from the Map Warehouse. Units should consider quantity on hand before determining the distribution of Maps.

2. Hand Receipts will be signed by each element.

APPENDIX 12, Security/Access Rosters, to ANNEX B to Deployment
LOI

1. The security manager is responsible to maintain the updated security and access rosters for the company and its attachments.
2. The S2/Security Manager will maintain this roster and update it regularly.

ANNEX C, Operations, LOI 220-1, Deployment Readiness

1. Pre-deployment.

a. Commanders will submit their Unit Status Report (USR) to this headquarters prior to submission at local levels. The Readiness Worksheet, located in Appendix B of AR 220-1, will be completed monthly and submitted as a supplement to their USR. Units will expand the worksheet as necessary to accommodate information requirements.

b. Units will prepare load plans for air-load and train-load deployment requirements. These plans will be verified semi-annually using TCACCS.

c. Units will develop and keep current a deployment SOP that meets the requirements for deploying their units. This SOP will be exercised at least semi-annually using an unannounced recall of unit personnel and at least 50% of unit equipment uploaded. Records will be maintained verifying this exercise.

d. Units will develop and maintain a training plan to support their training requirements as reported on their USR. This plan will be reviewed annually and upon change of command. A copy will be forwarded and maintained at the Battalion S3.

2. Deployment. Every time a unit changes location, they will report their location, and a contact telephone number.

3. Sustainment. Units will e-mail a Weekly Activity Report to the Battalion S3 on Thursday of each week.

4. Re-deployment. Every time a unit changes location, they will report their location, and a contact telephone number.

5. Reconstitution.

a. BLACKOUT. Re-deploying units will be blacked out for external tasking during block leave and during the two weeks immediately following the return of unit property. Backstop teams will remain through the two week block leave. After that period, the unit will provide routine and emergency EOD support to their installation and Area of Operations.

b. RECOVERY OPERATIONS. During the two weeks following the return of unit property, the company commander will accomplish the following:

(1) Conduct an inventory of all sensitive items and report to Battalion S3.

(2) Conduct a 100% change of accountability inventory of all Class V with rear detachment. Contact Battalion PBO or XO for details or questions.

(3) Inventory all other property and compare with deployment hand receipt and rear detachment hand receipt and report completion with any discrepancies to the Battalion S3 and S4.

(4) Review all incidents conducted at home station during deployment and reconcile/report discrepancies with Battalion S3.

(5) TI all equipment and submit work orders as required.

(6) Schedule services and TMDE on equipment with supporting activities as required.

c. Units will be prepared for a Command Supply Discipline Program Inspection (CSDP) NLT 90 days from return of unit equipment.

d. Units will be prepared for a Command Inspection (CI) with in six months following redeployment.

e. Units will be prepared for a partial ARTEP evaluation consisting of Unit Chemical Problem with EPDS and a Nuclear Problem with ECCS. This "Mini-ARTEP" will be normally scheduled within 90 days of unit becoming fully operational. Consideration will be given based on scheduled CI and CSDP.

6. Reports Required.

ISSUES: OPORD, Movement Plans

ANNEX D, Logistics, LOI 220-1, Deployment Readiness

1. Pre-deployment. Conduct a 100% inventory of all property on the property listing (ALV-151) including Installation property. Inventory all sensitive items in its entirety, paying full attention to serial numbers. Report inventory discrepancies to the Property Book Officer(PBO).

a. Determine which items will deploy on both your Organization and Installation property listing. Color-code the hand-receipts to separate the "stay-behind" property and the items going forward. Prepare lateral transfer documents between the commander and the rear detachment commander. At this point the PBO would have requested a derivative UIC.

b. Ensure the commander signs block 13 as the issuer of stay-behind property and the receiver(Rear Detachment Commander) signs block 15 of the lateral transfer documents (All pages of the DA 3161s must be signed).

2. Submit the final product to the PBO. The PBO will split the hand receipts. The PBO will create a derivative(SUB-UIC)for the "stay-behind" primary hand-receipt holder.

a. PBO will forward the final splits to the unit. The commander and the rear detachment will review the hand-receipts for accuracy. Check quantities and serial numbers ensuring the proper items were transferred into the correct UIC/SUB-UIC.

b. Report discrepancies and necessary adjustments to the PBO. If the hand-receipts are correct, sign the final products. The commander signs the primary (forward) hand-receipt, and the rear detachment commander signs the SUB-UIC(stay-behind product). Forward the original copies of the hand-receipts to the PBO. The rear detachment commander will attach a copy of his or her assumption of property responsibility orders with the SUB-UIC listing. Upon receipt of the signed hand-receipts, the PBO will prepare a Task Force download (ZRF) diskette for the forward hand-receipt.

3. The PBO will prepare a deployment packet for the departing commander. The packet will be comprised of the following:

a. 2 copies of the signed forward hand-receipt

b. 2 copies of the sensitive item listing (SIIL)

c. 2 copies of the Unit transfer diskette (ZRF)

- d. 2 copies of the due-in listing
- e. 2 copies of the unit transfer listing (ALV-3A1)

4. The deploying commander will hand carry the items (para 3a-d) above to the theater of operations.

5. Deployment: Immediately upon arrival in the theatre of operations, the commander will locate the supporting PBO. The commander will present a copy of the above items to the In-Theatre PBO.

6. If the unit receives equipment in-theatre, for example CEG-E (Combat Equipment Group-Europe) equipment, the commander will conduct a 100% inventory of those items verifying serial numbers and quantities prior to signing any document(s). Conduct a 100% inventory of all BII (Basic Issue items) and all COEI (Components of End-Items). Insure CEG-E documents all component shortages with a shortage annex and obtain CEG-E proposal on filling such shortages (OJF funds).

7. Insure your supporting PBO places the shortages on order.

8. Upon crossing the ISB (Intermediate Staging Base) the unit may be required to receipt for ammunition. Ammunition may be added to the commander's hand-receipt by the supporting PBO. The commander will ensure that such ammunition by LOT numbers are properly inventoried. The commander will verify serial numbers or lot numbers prior to signing any document(s). The commander will present the issuing (DA form 581) to the supporting PBO.

9. While deployed the commander will conduct a 100% sensitive item inventory of all deployed sensitive items on a monthly basis.

10. The commander will also conduct periodic cyclic inventories of all deployed property reaching 100% before redeployment.

11. While visiting the Theatre PBO the commander will execute the following issues:

- a. Determine location of the SSA.
- b. Determine maintenance support of issued vehicles.
- c. Submit a signature card (DA 1687) to the PBO.
- d. Submit a copy of your assumption of command orders to the PBO.

- e. Determine what the PBO's expectations are?
 - f. Determine where you pick-up my monthly reports and where?
 - g. Determine when reports are due back to the PBO (usually at the end of the report month) but, ask.
 - h. Comply with the Theater PBO's standing operating procedures.
11. Redeployment: It's time to come home now. This will probably be your busiest month. Not only will you be doing commanders stuff, you are once again locked with property accountability issues. Please plan ahead at this stage and DON'T BE IN TOO MUCH OF A HURRY TO GET-HOME.
- a. 30 days prior to redeployment the commander will conduct 100% inventory of all property in his or her care. Inventory deployed items and CEG-E property.
 - b. Report the discrepancies to the PBO. Transfer all CEG-E Property to the in-coming EOD unit. Make every effort to ensure all sensitive items are properly turned over in the correct quantities and correct serial numbers to the in-coming EOD unit.
 - c. Inventory ammunition on the property books by lot numbers and prepare DA form 581s as required, process through the theatre PBO, turn-in ammunition at the ISB. The commander will hand carry the turn-in documents to our battalion PBO.
12. Before departing the AOR (Area of Responsibility) the commander will close out the property book with the in-theatre PBO. This process is a reverse of items that were given to the theatre PBO during the deployment phase. At a minimum the commander will return to the home station with the following items:
- a. Unit transfer diskette(ZRF)
 - b. Unit transfer listing (ALV-3A0)
 - c. Copy of sensitive item listing
 - d. Copy of current due-in listing
 - e. Copy of signed current hand receipt(ALV-151)

13. PBO ACTIONS: Welcome home! Now it's time for the PBO to put your property records into one solid hand receipt. Before this action takes place, the commander must accomplish the following:

a. The commander must conduct another 100% inventory of all property once down loaded from the railhead.

b. The rear detachment commander must conduct a joint inventory of the stay-behind property with the commander. You must verify the quantities and the serial numbers. Prepare DA form 3161s going from the rear detachment commander to the redeployed commander. The commander will sign block 15 of all 3161s and the rear detachment commander signs block 13, thus reversing the initial process mentioned at the deployment phase. THIS IS CRITICAL SINCE THE COMMANDER WILL AT THIS POINT BE RE-CLAIMING HIS STAY-BEHIND PROPERTY FROM THE REAR-D COMMANDER.

c. Ensure both parties sign these documents. Send the signed DA 3161 to the PBO.

d. Merging: Upon receipt of the signed documents and items listed in paragraph (12a-e) the PBO will merge the books.

e. The PBO will send 3 copies of the merged records to the commander. The commander will scrub the merged records for validity and accuracy. If all goes well, the commander will sign the merged hand receipt. This finalizes the process. Report discrepancies to the PBO.

14. The commander will be credited with 100% inventory for the month of the merge. A cyclic inventory will not be required for this month. However, a sensitive item listing report will be submitted to the PBO for the "merge" month. GOOD LUCK ON YOUR DEPLOYMENT AND PLEASE BE SAFE!

ANNEX E, Budget, LOI 220-1, Deployment Readiness

ISSUES: CONOPS, Fund Cites for TCS, Movement to and from CRC

1. PRE-DEPOLYMENT PHASE I; Unit(s) must follow the guideline provided (Attachment 1) Contingency Cost Estimate (CCE). Unit(s) must identify the estimated cost needed for the following categories and classes of supply. This estimate will be submitted the year prior to deployment in accordance with the Battalion Budget supplement to the Group OI 37-3.

a. CONSUMABLES: Commander must determine quantities of consumables during Pre-Deployment Site Survey (PDSS). Not just subsistence, but all classes of supply. Examples are batteries, office supplies, construction materiel for blocking and braces.

b. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE): Unit(s) must identify the estimated cost required for OCIE Class II non-expendables. Items such as desert boots, DCUs with attachments and decontamination kits.

c. COMMO/AUTOMATION (ADPE): Unit(s) must estimate the cost for equipment such as computer(s), laptop(s), software, commo wires, and supplies.

d. TRAINING: Unit(s) must identify and estimate the cost for required predeployment training, such as "STX". If travel is necessary it will be full per diem and rental car. Unit(s) must also capture any travel & per diem identified by higher headquarters.

e. OTHER PERSONNEL SUPPORT: Unit(s) will identify the number of Temporary Change of Station (TCS) soldiers that will be needed to deploy. The estimated cost will be figured at full per diem, with rental vehicle, and worst case scenario for commercial flight for the number of days required before deployment. In this category Phase I cost of the commercial flight will be one way only. TCS soldiers will file their DD1351-2 settlements before deploying with the unit. Copies of the DD1351-2 with settlements will be sent to Battalion Travel office and a copy kept in the unit(s) travel file. Unit(s) will also provide cost estimate of travel & per diem for "Backstop's" during the blackout time prior to deployment. Backstop's will file DD1351-2 within 5 days of return to permanent station.

2. Units will capture all cost of items that are purchased and ordered for deployment in a spreadsheet format. Procurements will be properly annotated using the following two ways, IMPAC Purchases (credit card) and SSA Purchases (requisitions)

annotating place of deployment, Bosnia, Kuwait, etc & unit name. Example of spreadsheets (see Figure 1 & 2). All estimated cost will be captured in the correct categories of the CCE format Phase I (Enclosure 1).

(PLACE OF DEPLOYMENT)
UNIT NAME
IMPAC PURCHASES

DOCUMENT NUMBER	DATE ORDER	ITEM ORDERED	AMOUNT	DATE RECIEVED	DATE CANCELED
1.					
2.					

FIGURE 1

(PLACE OF DEPLOYMENT)
UNIT NAME
SSA PURCHASES

DOCUMENT NUMBER	DATE ORDER	ITEM ORDERED	AMOUNT	DATE RECIEVED	DATE CANCELED
1.					
2.					

FIGURE 2

3. DEPLOYMENT PHASE II: Unit(s) must follow the guideline provided (Enclosure 1) Contingency Cost Estimate. Unit(s) must identify the estimated cost needed for the following categories. This estimate will be submitted the year prior to deployment in accordance with the Battalion Budget supplement to the Group OI 37-3.

a. PORTHANDLING/INLAND TRANSPORT: If unit(s) are deploying with vehicles or heavy equipment/machinery an estimate for rail-heading, line-hauling, and sea/airlift must be obtained from their installation Transportation Office (TO). This must be done in a timely manner in correlation with deployment date.

b. OTHER TRANSPORTATION: Transportation cost such as the bus

from the installation to the point of embarkation (one way only) will be captured in this phase and category. The installation TO can assist in this estimate.

c. TDY/TAD: This is an estimated cost of a one way commercial flight with excess baggage for the number of deploying soldiers. All soldiers will file DD1351-2 ACCRUALS every 30 days (see Enclosure 2) Travel Pay Bulletin #3 for instructions. Copies of all DD1351-2 with settlements will be sent to Battalion Travel office and a copy will be kept in the unit(s) travel files.

4. Unit(s) will identify the estimated amounts of the categories in Phase II in a timely manner in accordance with the Battalion Budget supplement to the Group Budget OI 37-3. All estimated cost will be captured in the correct categories of the CCE format Phase II (Enclosure 1).

5. SUSTAINMENT PHASE III: Unit(s) must follow the guideline provided (Enclosure 1) Contingency Cost Estimate. Unit(s) must identify the estimated cost needed for the following categories. This estimate will be submitted the year prior to deployment in accordance with the Battalion Budget supplement to the Group OI 37-3.

a. TDY/TAD: Operations in places such as Kuwait (SWA) requires the capturing of \$3.50 a day per diem, per the number of deployed soldiers for 179 days minimum. All soldiers will file DD1351-2 ACCRUALS every 30 days while deployed (see Attachment 2) Travel Pay Bulletin #3 for instructions. Copies of all DD1351-2 with settlements will be sent to Battalion Travel office and a copy will be kept in the unit(s) travel files. Unit(s) and Battalion Operation S-3 will provide estimated cost for "Backstop's" for the duration of unit(s) deployment.

b. MISCELLANEOUS CONTRACTS: Unit(s) must estimate the cost for the storage of household goods for each authorized soldier at a minimum of 179 days. The installation TO must be contacted for this. If private contract/leased storage is authorized, a copy of the soldier(s) contract/lease will be sent to Battalion Budget office and a copy will be kept in unit travel order files.

6. Unit(s) will identify the estimated amounts of the categories in Phase III in a timely manner in accordance with the Battalion Budget supplement to the Group Budget OI 37-3. All estimated cost will be captured in the correct categories of the CCE format Phase III (Attachment 1).

7. REDPLOYMENT PHASE IV: Unit(s) must follow the guideline provided (Attachment 1) Contingency Cost Estimate. Unit(s) must identify the estimated cost needed for the following categories.

This estimate will be submitted the year prior to deployment in accordance with the Battalion Budget supplement to the Group OI 37-3.

a. OTHER TRANSPORTATION: Transportation cost such as the bus from the point of debarkation to the installation (one way only) will be captured in this phase and category. The installation TO can assist in this estimate.

b. TDY/TAD: This is an estimated cost of a one way commercial flight with excess baggage for the number of redeploying soldiers from destination (OCONUS) to the point of debarkation. TCS soldiers estimated full per diem for 7 days at redeploying unit(s) installation and one commercial flight to soldiers permanent station, figure worst case scenario. All DD1351-2 will be filed within 5 days of return, no exceptions.

8. Unit(s) will identify the estimated amounts of the categories in Phase IV in a timely manner in accordance with the Battalion Budget supplement to the Group Budget OI 37-3. All estimated cost will be captured in the correct categories of the CCE format Phase IV (Attachment 1).

9. RECONSTITUTION PHASE V: Unit(s) must follow the guideline provided (Attachment 1) Contingency Cost Estimate. Unit(s) must identify the estimated cost needed for the following categories. This estimate will be submitted the year prior to deployment in accordance with the Battalion Budget supplement to the Group OI 37-3.

a. CONSUMABLES: Unit(s) will estimate the cost of replacement of consumed supplies such as items listed in Phase I (a).

b. OCIE: Unit(s) will estimate cost for replacement of OCIE listed in Phase I (b).

c. EQUIPMENT MAINTENANCE: At this phase unit(s) will need to estimate cost to have supplies and equipment cleaned and/or calibrated.

d. EQUIPMENT PROCUREMENT: Unit(s) will estimate a cost for replacement of non-repairable equipment such as computers, printers, generators, etc

10. Unit(s) will identify the estimated amounts of the categories in Phase V in a timely manner in accordance with the Battalion Budget supplement to the Group Budget OI 37-3. All

estimated cost will be captured in the correct categories of the CCE format Phase II (Enclosure 1).